

STATE OF NEBRASKA
ADMINISTRATIVE SERVICES
TRANSPORTATION SERVICES BUREAU
POLICIES AND PROCEDURES

PREFACE

The State of Nebraska, Administrative Services, Transportation Services Bureau (TSB) is responsible for acquisition, operation, maintenance and repair of State-owned motor vehicles used for the transportation of State employees in their official duties.

TSB holds vehicle titles, secures license plates and registration certificates; establishes maintenance and repair operations, motor pools, replacement schedules; assigns and processes requests for exemptions allowing the purchase of agency owned vehicles.

These policies and procedures are established to carry out the functions of the Division, as well as provide all agencies, boards, and commissions, and drivers of State vehicles with information and instructions pertinent to the use, repair and maintenance of TSB vehicles.

The policies and procedures are based on Rules and Regulations adopted by Administrative Services for the Transportation Services Bureau. Any references to the TSB Rules and Regulations or Statutes shall be so noted.

Revised May, 2016

**State of Nebraska
Administrative Services
Transportation Services Bureau
Policies and Procedures**

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
1 DEFINITIONS	3
2 GENERAL INFORMATION	4
3 VEHICLE COORDINATOR RESPONSIBILITIES	8
4 SEAT BELTS, HEAD PHONES, CELLULAR PHONES	9
5 RENTAL PROCEDURES AND MOTOR POOLS	10
TSB MOTOR POOLS, LOCATIONS	11
6 LEASE VEHICLES	13
7 OFFICIAL TRAVEL LOGS	15
8 FUEL	17
STATE FUEL FACILITIES, LOCATIONS	19
9 VOYAGER FUEL CARDS	21
10 TSB REIMBURSEMENT PROCEDURE	22
11 SERVICE AND REPAIRS	23
12 PREVENTIVE MAINTENANCE PROGRAM	24
13 ROADSIDE ASSISTANCE	26
14 CAR WASH POLICY	27
15 INSURANCE & ACCIDENTS	28
16 PRIVATELY OWNED VEHICLES	31
17 OUT OF STATE TRAVEL	31
18 WEATHER / ROAD CONDITIONS	32
19 ACCOMMODATING DRIVER'S SPECIAL NEEDS	33

Appendices

A Statutes: §80-1024/Personal Use, §81-1025/Vehicle Reports, §81-1176/Mileage	34
B Statute: §81-1021/Identification	36
C Statute: §36-6,191/Guest Passenger	37
D Statute: §81-1020/Permanent Assignment of Vehicle	37
E Executive Order of the Governor – 90.02, Radar Detectors/Radio Headphones	38
F Executive Order of the Governor – 99-01, Vehicle Take Home Policy	39
G Executive Order of the Governor – 05-03, Use of Ethanol in State Vehicles and Use of Biodiesel in Diesel Powered Vehicles	42

SECTION 1 DEFINITIONS

Agency - Agency, board, commission, bureau or unit of state government

Agency Director - The director or chief executive of any department, agency, board, bureau, commission or other administrative office or unit of state government.

Chief of Transportation Services Bureau (TSB) – The Administrator of TSB.

Leasing/Rental Agency - Agency, board, commission, bureau or unit of state government that lease or rent TSB vehicles.

Personal Vehicle - Vehicles, other than state vehicles, which are privately-owned or leased and used for official state business.

State-owned Vehicles - For purposes of these policies and procedures, state-owned vehicles are those vehicles owned and operated by the State of Nebraska acquired for the purpose of transporting state employees in their official duties from one job location to another, but does not include special-use vehicles, military trucks and cars; vehicles which are considered a duty station, such as vehicles used by the Nebraska State Patrol, Nebraska Oil and Gas Conservation Commission, or Game and Parks Commission law enforcement officers; or those vehicles which, by nature of their usage, require the installation or carrying of special equipment which precludes the use of such vehicles for multiple agency transportation usage.

Vehicle Coordinator - Agency appointed representative, who is responsible for coordinating the use of assigned vehicles with TSB.

SECTION 2 GENERAL INFORMATION

1. AGENCY RESPONSIBILITY - All agency directors and vehicle coordinators are responsible for the utilization, administration, operation and maintenance of state-owned vehicles assigned to their agency, in accordance with policies and procedures of TSB.
2. VEHICLE COORDINATOR - Agency directors shall appoint a representative as their agency's vehicle coordinator, who will coordinate with TSB all matters involving the administration, utilization, operation and maintenance of daily rental and permanently assigned vehicles. (Responsibilities of the vehicle coordinator are detailed in Section 3).
3. DRIVER REQUIREMENTS - Agency directors, or their agents, shall ensure each resident employee and representative authorized to drive a state-owned vehicle has a valid State of Nebraska driver's license, a TSB Driver Identification Card, and have satisfactorily completed a defensive driving course approved by TSB. Non-resident employees must have a valid driver's license from their domicile state, a TSB Driver Identification Card and have successfully completed a defensive driving course approved by TSB.
4. AGENCY OWNED EQUIPMENT – All special equipment, paint, markings, accessories, driver accommodation and passenger comfort items will require written approval from the TSB Operations Manager **prior** to installation. Any Leasing agencies shall furnish, and finance the procurement, installation and removal of all special equipment, paint, markings, accessories, driver accommodation and passenger comfort items they may require for permanently assigned vehicles. Leasing agencies are responsible for the restoration of the vehicle to its original condition before the vehicle is returned to TSB.
5. TAKING A STATE VEHICLE HOME – After receiving the required approvals (noted below) agency directors may, when it is in the state's best interest, authorize certain employees to retain possession of state-owned vehicles during nonworking hours and weekends (e.g., an employee who works out of the vehicle or an employee who would not normally report to his worksite before responding to an official call during nonworking hours). The Director of Administrative Services **prior written** approval is

required for those circumstances applicable to Executive Order 99-01, Item #3, Sub-items A and E. The TSB Administrator's **prior written** approval is required for all circumstances detailed in §81-1020 and Executive Order 99-01, Item #3, Sub-items A through E. Circumstances other than those previously stated will require the employee's name, title, and home address, and the approval of the Director of Administrative Services **before** the employee can retain control of a vehicle during nonworking hours. The agency shall submit a list of all employees assigned TSB fleet vehicles that fit these requirements and turn it in as requested by TSB. (Appendix D, §81-1020; Appendix F, Executive Order 99-01)

6. COMMUTING - The commuting use of a state vehicle as a taxable fringe benefit reportable on the employee's W-2 must be done in compliance with the Internal Revenue Code. The IRS defines commuting as the use of a government vehicle for travel in either of the following situations: from the employee's regular place of employment to the employee's residence or from the employee's residence to regular place of employment. Please refer to the State Accounting manual – Commuting for additional information.
7. NON-STATE EMPLOYEES - Agency directors may authorize persons performing services for the State of Nebraska to drive state-owned vehicles in accordance with the provisions of the governing contract or agreement. Please refer to DRIVER REQUIREMENTS, Item #3, in this section for additional requirements **prior to** driving state-owned vehicles.
8. PERSONAL USE OF STATE VEHICLE - Personal use of state-owned vehicles is **prohibited** and can result in dismissal. (Appendix A, §81-1024).
9. IDENTIFICATION REQUIREMENTS - All state-owned vehicles, unless exempted by statute, shall be identified by the prescribed indicia and description set forth in §81-1021 (Appendix B).
10. ABUSE/NEGLIGENCE - Leasing/renting agencies are responsible for all expenses resulting from abuse, negligence, or damage not addressable as an accident or "act of God".
11. EXPECTATIONS OF DRIVERS - Drivers of state-owned vehicles must observe all traffic rules and regulations and are expected to employ defensive driving techniques and to represent the state in a positive and professional manner.

12. **TRAFFIC VIOLATIONS** - It is the responsibility of drivers of state-owned vehicles to promptly pay all traffic violations unless the violation is being contested. Moving violations are to be reported by the driver operating a state-owned vehicle, to his or her agency head, in writing, within three (3) working days of receiving a citation. If a violation is contested, the employee is **required** to inform the TSB Administrator.
13. **REPEATED OFFENSES** - Repeated offenses of traffic laws and these policies and procedures while operating a TSB vehicle may result in employee counseling, repeating completion of the defensive driving course, suspension of driving privileges and possible dismissal from employment. Procedures for employee disciplinary matters will be completed in accordance with the Rules and Regulations of the Administrative Services, State Personnel Division.
14. **COMPLAINTS RECEIVED BY AGENCY** - Any report of complaint received by any state employee, agency, board, bureau, commission or other subdivision of state government will be investigated by the agency having assignment or use of the state - owned vehicle. A copy of any report or complaint along with findings of the investigation and subsequent action is to be furnished to TSB.
15. **COMPLAINT RESPONSE** - A response will be made to the complaining party by TSB, whenever so requested, concerning the alleged misuse of the state-owned vehicle, by the agency, board, bureau or commission, or other subdivision of state government having assignment or use of the vehicle.
16. **MISUSE OF STATE VEHICLE** - If investigation results determine that misuse of a state-owned vehicle has taken place, disciplinary proceedings against the employee, as provided in this section of these policies and procedures and in accordance with the Rules and Regulations of the Administrative Services, State Personnel Division, may commence. The State of Nebraska Identification Card, authorized by TSB, may be revoked for violations by state employees or others authorized to drive TSB vehicles.
17. **LOCKING VEHICLE** - Drivers are responsible for the vehicle dispatched (rental, loaner or permanent assignment) to them. Vehicles should be locked when left unattended. Valuable items should be secured in the trunk whenever possible.

18. **TRAVEL LOGS** - Official Travel Logs for permanently assigned vehicles, pool rentals, and loaner vehicles shall be completed in accordance with instructions contained in Section 7. Any vehicle deficiencies or malfunctions noted during use are to be reported to the TSB Service Center immediately or as soon as possible.
19. **REPORTING ACCIDENTS** - Accidents involving personal injury and/or property damage shall be reported to TSB, in accordance with instructions contained in Section 15.
20. **PREVENTIVE MAINTENANCE** - Preventive maintenance shall be accomplished in accordance with the instructions contained in Section 12, recorded on the back of the Official Travel Log, and the service invoices (with license number noted on the invoice) attached. If after repeated notifications to the leasing agency appropriate scheduled preventive maintenance has not been performed, TSB will take steps to secure the vehicle from the leasing agency and complete the required maintenance. Should this action be required, no adjustments will be made in lease charges while the vehicle is unavailable for use. Loaner vehicles may or may not be available or provided at the discretion of TSB.
21. **UNDERCOVER PLATES** - Vehicles licensed with undercover plates shall be reported by the leasing agency to TSB. Listings of these vehicles including the government license numbers and undercover plate numbers assigned to a TSB fleet vehicle are to be communicated immediately to TSB.
22. **SMOKING** – Smoking, or the use of any tobacco product, is prohibited in all TSB vehicles.
23. **PASSENGERS** – The decision to transport passengers other than state employees is an agency-level decision. Non-state employee passengers should be informed of limited insurance coverage should there be an accident. It is advisable to secure a signed release from these non-state employee passengers, indicating they have been informed of these conditions prior to riding in the state-owned vehicle.
24. **LOAD CARRYING CAPACITIES** – It is the assigned agency's responsibility not to exceed the load carrying capacity of any TSB fleet vehicle.
25. **TSB FLEET EQUIPMENT** – TSB fleet vehicles may be equipped with location monitoring devices.

SECTION 3 VEHICLE COORDINATOR RESPONSIBILITIES

GENERAL:

Each agency director shall appoint a representative to coordinate all matters involving the administration, utilization, operation and maintenance of daily rental and permanently assigned vehicles with TSB.

Vehicle Coordinator responsibilities include but are not limited to:

1. Agency's primary point of contact for TSB.
2. **Review, approve and sign** all official travel logs and forward them to TSB **no later than** the 7th of the following month (Appendix A, §81-1025).
3. Retention of copies of the travel logs for audit purposes.
4. Conduct investigations of driver-related complaints and provide reports of findings and actions taken to TSB within five (5) working days of receipt of the complaint or by the date noted on the form.
5. Ensure all repairs and maintenance work totaling \$175.00 and over, are approved by the TSB Service Center **prior** to repair work being initiated.
6. Coordinate preventive maintenance with the TSB Service Center and inform drivers of required service work.
7. Request to terminate a permanent lease assignment by notifying TSB in writing (please refer to Section 6, Ending Lease Agreements).
8. Review annual vehicle usage reports and rotate internal vehicle assignments as required to maximize fleet efficiency.
9. Inform TSB of agency initiated changes in vehicle assignments.
10. Ensure all accident reports and repair estimates are submitted to TSB Service Center as prescribed in Section 15.

SECTION 4
SEATBELTS/SAFETY DEVICES,
RADAR DETECTORS/HEADPHONES,
AND CELL PHONES

1. All agencies, boards, commissions and bureaus are required to have adopted a policy requiring use of seat belts and other safety restraint devices available in the vehicle when the vehicles are used for official state business. Use of seat belts and safety restraint devices is required by both the operators and passengers in the state-owned or personal vehicle.
2. The operator or driver is responsible for requesting that seat belts or other available safety restraint devices be used by the passengers.
3. Failure to use seat belts and safety restraint devices is considered to be a misuse of the vehicle and will result in disciplinary action as provided in Section 2, Item 16, of these Policies and Procedures and in accordance with the Rules and Regulations of the Administrative Services, State Personnel Division.
4. Every agency of state government has been directed to develop and implement a policy, which ensure that state employees within their jurisdiction shall not use portable radar detectors while operating state-owned motor vehicles. (Appendix D, Executive Order 90-02).
5. Every agency of state government has been directed to develop and implement a policy, which ensures that state employees within their jurisdiction shall not wear portable radio headphones while operating state-owned motor vehicles. (Appendix D, Executive Order 90-02).
6. Every agency of state government has been directed to develop and implement a policy, which ensures that state employees within their jurisdiction shall follow the limited vehicle take home policy for state-owned vehicles.
7. Cellular Telephone Use – TSB strongly recommends operators of state vehicles avoid the use of cellular phones while driving. Drivers of state vehicles should not be involved in any activity that may divert their attention away from the safe operation of the vehicle, (i.e. texting, reading, laptop use, etc.).
8. TSB prohibits texting while operating a TSB fleet vehicle.

SECTION 5

TSB MOTOR POOL RENTAL PROCEDURES

1. TSB Motor Pool Rental vehicles are available for short-term and periodic extended travel for up to 10 days, in or out of state. For vehicle availability information, call the TSB Motor Pools. (TSB Motor Pool contact information is listed at the end of this section).
2. Drivers meeting the requirements listed in Section 2, Item #3 of these Policies and Procedures and when authorized by their agencies to do so may rent vehicles from TSB Motor Pools. An agency approved Travel Request Form or a completed Universal Travel Request Form will be required.
3. TSB Motor Pool Rental forms and official travel logs shall be completed in accordance with instructions contained in Sections 5 and 7.
4. Rental vehicles must be picked up at the TSB Motor Pool the day travel begins and returned the day travel ends. Vehicle logbooks and keys can be picked up after 4:00 p.m. the day preceding departure (or Friday preceding a Monday departure) if travel is to begin on a non-work day or prior to the beginning of business (7:30 a.m.). In Lincoln, vehicles returned after 5:00 p.m. or on a non-work day are to be parked in the TSB Motor Pool (Nebraska State Office Building's East Parking Garage, Level 2, south side) and locked. Completed logbooks and keys are to be deposited in the drop box (located on the east side of the TSB Rental Center building).
5. Any vehicle deficiencies or malfunctions noted during the trip are to be reported on the back of the vehicle log sheets provided and reported to the TSB Motor Pool staff.
6. All litter and personal property shall be removed from vehicles **before** they are turned in at any TSB Motor Pool. Vehicles turned in with excessive litter or personal property will result in a call to the designated vehicle coordinator or driver to return to the TSB Rental Center building to clean out the vehicle. If the agency does not return to clean out the vehicle, the cleaning charges will be billed back to the agency.

TSB Motor Pools

State-wide TSB Motor Pool Contact:

Mark Nagengast

(402) 471-2381/Office

Mark.Nagengast@nebraska.gov

KEARNEY:

YRTC Complex

2802 30th Avenue

Kearney, NE 68847

Contact(s) -

Paul Palazzola

(308) 338-2009/Office

Paul.Palazzola@nebraska.gov

LINCOLN:

Nebraska State Office Building

East Parking Garage

1501 "M" Street

Lincoln, NE 68509-5025

Contact(s) –

Mark Nagengast

(402) 471-2381/Office

Mark.Nagengast@nebraska.gov

NORFOLK:

Norfolk Regional Center

1700 North Victory Road

Norfolk, NE 68701

Contact(s) –

Kim Frey

1-866-872-6510/8:00 AM – 5:00 PM CT

Kim.Frey@nebraska.gov

**TSB Motor Pools
(continued)**

NORTH PLATTE:

Craft State Office Building
200 South Silber
North Platte, NE 69101-4298

Contact(s) –

Ken Baxter (308) 535-8119/Office
(308) 530-4597/Cellular

Ken.Baxter@nebraska.gov

Kris Trofholz (308) 535-8118/Office

Kris.Trofholz@nebraska.gov

TSB Motor Pool vehicles are available for rental with pick-up and drop-off service at the North Platte Airport. Currently there is no additional fee for this service. Please give two days advance notice. The vehicle's keys will be left in the airport's office and the logbook will be in the vehicle.

OMAHA:

Nebraska State Office Building
1313 Farnam-On-The-Mall
Omaha, NE 68132

Contact(s) –

Todd Aksamit (402) 595-2192/Office

Todd.Aksamit@nebraska.gov or OSOBSecComm.SBD@nebraska.gov

SCOTTSDLUFF:

Scottsbluff State Office Building
505A Broadway
Scottsbluff, NE 69361

Contact(s) –

Kim Frey 1-866-872-6510/8:00 AM – 5:00 PM CT

Kim.Frey@nebraska.gov

SECTION 6 LEASE VEHICLES

TSB vehicles may be permanently assigned to agencies as lease vehicles. The rates charged for lease vehicles include the monthly charge for the vehicle plus a per mile fee for operating costs, such as fuel and maintenance.

Standard for Lease Vehicle Use - Leasing Agencies are expected to use each lease vehicle more than 1000 miles per month when averaged over the life of the lease.

Standard for High Use Lease Vehicle Use - Lease Vehicle Use is considered to be High Use when Leasing Agencies accumulate more than 2000 miles per month over a TSB-specified period of time.

Standard for Minimum Lease Use - When a Leasing Agency is notified by TSB of vehicle use significantly below the Standard for Lease Vehicle Use, the Leasing Agency is to review their history of use for the vehicle in question and take steps to increase the use of the vehicle in a manner which will ensure efficient and effective use of the vehicle, such as rotating vehicle assignments.

Failure to meet Standard for Minimum Lease Use will result in the recall or reassignment of the Vehicle.

The Transportation Services Bureau may, at its own discretion, choose not to replace a lease vehicle at the end of the lease period if the use of that vehicle has repeatedly been classified as Minimum Lease Use.

Modified Standard - Transportation Services Bureau may approve a Modified Standard for Vehicle Use for a specific lease assignment when it is in the best interests of the State of Nebraska.

ADDITIONAL REQUESTS - Agencies wishing to request additional lease vehicles will be required to complete and submit the appropriate form(s), which will include the requesting agency Director's authorizing signature. Contact TSB for additional information. The ability to satisfy requests for vehicles will take into consideration availability of existing fleet vehicles, as well as budget and policy limitations.

Requests for additional vehicles should be submitted at least six months prior to first date of anticipated use.

EXISTING LEASES - All permanent assignments shall remain valid until terminated by the leasing Agency Director or Vehicle Coordinator or TSB.

ENDING LEASE AGREEMENTS – An agency may not, in any circumstances, return a vehicle prematurely to TSB without the authorization of TSB. TSB may reassign a returned motor vehicle, however there is no guarantee that such reassignment will occur. TSB will have sole and exclusive authority to determine whether a motor vehicle should be recalled or replaced, as well as how a motor vehicle should be assigned or reassigned in order to insure efficient utilization of the state fleet.

An agency director or vehicle coordinator may terminate a lease vehicle's permanent assignment by notifying TSB in writing. TSB may require payment of the lease balance at this time. Any remaining payoff balance may be at the leasing agency's expense. The notification shall include:

- a. The proposed release date
- b. License number of vehicle
- c. Brief comments regarding vehicle's condition
- d. Assurance the vehicle is, in fact, excess to all immediate and foreseeable needs

Please note TSB reserves the right to review the status of all vehicles assigned to the agency and to recall any vehicle which will be most advantageous to the state.

SECTION 7 OFFICIAL TRAVEL LOG

GENERAL

State statutes mandate all travel in state-owned vehicles to be recorded and reported in detail (Appendix A, §81-1025). An entry is defined as a record of the following information required each time the vehicle is stopped and started: date, beginning and ending mileage, number of miles traveled, start time, finish time, from and to destinations, purpose of trip, and the driver's signature. The parking stall number is required whenever using a TSB Lincoln Motor Pool vehicle.

The TSB Official Travel Log is designed to provide a monthly record of travel data as well as essential operating and maintenance information.

Drivers of pool rental, permanently assigned vehicles, and loaner vehicles from TSB must fill out the travel log accurately, completely and in detail providing data required on both the front and back of the form.

Vehicle coordinators and pool dispatchers shall ensure that an Official Travel Log is available in each state-owned vehicle and is completed and submitted in accordance with these procedures.

PROCEDURES:

A TSB Official Travel Log shall be placed in vehicles on the day they are permanently assigned and replaced with a new form not later than the first working day of each month until the permanent assignment is terminated.

The blocks in the top margin, i.e., License No., Year of Manufacture, Make, Equipment No., Month, and Agency, are to be filled in at the time the form is placed in the vehicle.

ALL travel shall be recorded in the respective columns on the face of the form. Each official stopping and starting point included in the travel is to be recorded as an individual line entry. Please note: an individual line entry is defined as a record of information required each time the vehicle is stopped and started.

Map mileage shall be indicated as miles traveled should the odometer be or become non-operative. Immediately report such odometer issues to the TSB Service Center.

Driver's signature in the right hand column certifies the accuracy of those entries reflecting their official travel and repairs, maintenance, and warranty work accomplished during the period.

All expenditures for lubricants as well as repairs, maintenance and warranty work accomplished by commercial facilities and the dates and mileage at which they occurred shall be recorded on the reverse side of the form. Sales slips, TSB Service Center work orders, and any other documentation supporting these expenditures shall:

- a. Be submitted with the travel log for permanently assigned vehicles.
- b. Be released along with the vehicle when pool rental vehicles or loaner vehicles are returned to TSB.

EXCEPTION: Voyager receipts for fuel and/or car washes shall be retained by the employee (or agency) for a period of time consistent with established document retention schedules. Please refer to the Secretary of State's Records Retention and Disposition Schedules for additional information.

Official Travel Logs shall be closed out on the last working day of the month. The travel logs with documentation shall be reviewed, approved, and signed by the designated agency representative (agency director or vehicle coordinator) and forwarded to TSB **no later than** the 7th day of the following month (Appendix A, §81-1025).

SECTION 8

FUEL

FUEL TYPES (E85) – All State employees utilizing the State's fleet of vehicles shall use E85 when operating flexible-fuel vehicles whenever practical in the course of their state employment. For the purpose of this executive order, the term “whenever practical” refers to the reasonableness of obtaining E85 (Appendix G, Executive Order 05-03). The E85 identifier will be on the fuel cap or on the fuel door of the vehicle. If there are any questions on the vehicle's fuel type, please contact TSB (402-471-2897). **PLEASE NOTE: If incorrect fuel is pumped into a TSB fleet vehicle, subsequent fuel removal charges will be billed back to the responsible agency.**

STATE-OWNED FUELING STATIONS - Whenever possible, fuel shall be purchased from state-owned facilities. A list of the facilities can be found at the end of this section. Courtesy services such as cleaning the windshield and checking tire pressure will be the responsibility of the driver. Some facilities maintain a record of all transactions performed in the servicing of State of Nebraska vehicles. It is the driver's responsibility to see that forms are completed properly and signed at the time service is obtained.

FUEL PURCHASES IN LINCOLN – When in Lincoln or the immediate vicinity, all fuel and lubricants shall be purchased from state-owned facilities. Purchases of fuel from commercial vendors in Lincoln are considered to be unauthorized and will be billed back to the leasing/renting agency.

COMMERCIAL GAS STATIONS - When it is necessary to obtain fuel and oil from a commercial facility, drivers must use the self-service island and perform the necessary courtesy services. The State of Nebraska Voyager fuel card assigned to the vehicle will be used when gasohol, oil, and lubricants are purchased. TSB will report any misuse of credit cards to the responsible agency. Use of these cards will be monitored. Unauthorized and inappropriate purchases will be billed back to leasing/renting agencies.

Do not sign charge slips unless they are on the regular credit form used by the oil company represented by the vendor. Be sure it includes the following information:

1. Vendor's name, address and the name of the company represented.
2. Date of purchase, license or unit number of vehicle, amount and cost of each item purchased
3. Signature of driver.

Fuel purchase receipts are to be retained by the leasing agency for a period of time consistent with established document retention schedules. Please refer to the Secretary of State's Records Retention and Disposition Schedules for additional information.

An on-line listing of state fuel facilities may be found at

<http://www.dor.state.ne.us/operations/pdfs/gasohol.pdf>

(E85 available where noted).

An on-line listing of vendors accepting the Voyager card within Nebraska may be found at

<http://www.dor.state.ne.us/operations/pdfs/voyager.pdf>.

STATE FUEL FACILITY LOCATIONS

8:00 A.M. TO 4:30 P.M.

MONDAY - FRIDAY

(Fuel Available When Roads Yards are Staffed)

(Locations updated quarterly; see TSB for current listing)

Beatrice <Gasohol only>	Dept. – Roads, Shop 117 Hill Street Phone: (402) 223-6605 <i>(West of Beatrice, west onto US 136, north onto NE-4, east onto Garden St., north onto Hill St.)</i>
Gering <Gasohol only>	Dept. – Roads, Melia Hill Yard 15525 South 234 th Street Phone: (402) 479-4331 <i>(Off of I-80, NE-31 exit/Exit 432, left on US-6 South, left on South 234th St, yard on your left)</i>
Grand Island <E85 available>	Dept.-Roads, Shop & Maintenance 3305 W Old Potash Hwy Phone: (308) 385-6263 <i>(Exit 312 North off of I-80, turn north onto US-281N/Tom Osborne Expy, travel 6.6 miles, turn west onto W. Old Potash Hwy.)</i>
Lincoln < E85 available M-F, 8:00 AM - 5:00 PM>	TSB Rental Center 1501 “M” Street Phone: (402) 471-2391 <i>(Entrance located east of the NE State Ofc Bldg, Off of 15th St., south of NSOB parking garage)</i>
Lincoln <Gasohol only>	UNL Transportation Dept, Motor Pool Facility 14 th & Military Road Phone: (402) 472-2422 <i>(North of UNL downtown campus, over the viaduct, west of Bob Devaney Sport Ctr, ½ block north of Military Rd.)</i>

STATE FUEL FACILITY LOCATIONS (cont'd)

Lincoln <E85 available>	Dept. – Roads, North Yard I-180 & Superior Streets Phone: (402) 479-4331 <i>(North on US-34 W, take Superior St Exit 1, left onto Superior Street)</i>
Lincoln <E85 available>	Dept. – Roads, South Yard 5001 South 14 th Street Phone: (402) 479-4331 <i>(Where South 9th St becomes NE Hwy/NE-2E, go slightly right onto S 14th St / NE-55W Link S)</i>
McCook <Gasohol only>	Dept. – Roads, Hwy Dept Shop 38764 US Highway 6 Phone: (308) 345-8494 <i>(Right on Hwy 6, east side of McCook)</i>
Norfolk <Gasohol only>	Dept. - Roads 1001 Alaska Ave Phone: (402) 370-3480 <i>(North on US-81N, turn right onto Alaska Ave)</i>
North Platte <Gasohol only>	Dept. - Roads 2400 W 14 th Street Phone: (308) 535-8010 <i>(Off Hwy 30W, north onto N Hayes Ave, west onto W 14th St., west to N Mills Ave)</i>
Omaha <Gasohol only>	Dept. - Roads 4425 S 108 th St Phone: (402) 595-2534 <i>(Off I-80, merge onto L St via Exit 445, turn left onto S 108th St)</i>

SECTION 9 VOYAGER FUEL CARDS

A Voyager fuel card is specifically assigned to each TSB vehicle. The vehicle license number will be written on the reverse side of the card. It is mandatory that each card is used only for its assigned vehicle.

APPROPRIATE CHARGES - Fuel, car washes (not to exceed \$9.50 per month per vehicle) authorized service and repairs, may be charged on the Voyager card. **Glass replacement and body shop repair work are not to be charged to Voyager cards.**

INAPPROPRIATE CHARGES - Purchases of goods or services not related to the operation or maintenance of the assigned vehicle are prohibited. The leasing/renting agency will be responsible for all inappropriate charges made by their employees, agents or representatives.

UNAUTHORIZED CHARGES – Charges for unauthorized transactions will be billed back to the leasing/renting agency. Examples of unauthorized charges would be fuel purchases from commercial vendors in the Lincoln area, glass repair or replacement, bodywork, or repair or maintenance charges unapproved or, in excess of \$175.00 made without prior TSB Service Center approval, or car washes inconsistent with the TSB Car Wash Policy.

LOST OR STOLEN CARDS – Lost or stolen cards are to be reported to TSB immediately by calling 402-471-2897.

REPLACEMENT CARDS – Requests for replacement cards are to be submitted by agency vehicle coordinators via email, fax or in writing to Kim Frey, at Kim.Frey@nebraska.gov, fax 402-471-2999.

EMERGENCY CARDS - Temporary or “Emergency” cards are available for use while waiting to receive replacement cards. Requests for temporary or emergency cards are to be submitted by agency vehicle coordinators via phone, email, fax or in writing to Kim Frey, at Kim.Frey@nebraska.gov, fax 402-471-2999. Emergency cards are to be returned to TSB as soon as the permanent replacement cards are received by the vehicle coordinator.

SHOULD A VOYAGER CARD NOT WORK WHEN ATTEMPTING TO MAKE A PURCHASE:

1. Ask the vendor to manually enter the Voyager card number.
2. Call Voyager Fleet Assistance – The toll free number is 1-800-987-6591. (This number is also printed on the reverse side of the Voyager Card.)
3. Ask the vendor to direct bill the state and send the invoice to:
State of Nebraska
Administrative Services,
Transportation Services Bureau
P.O. Box 95025
Lincoln, NE 68509-5025
Be sure to have the vehicle license number noted on the invoice.
4. Pay for fuel and request reimbursement from your agency. Once the agency has processed your reimbursement request, TSB will reimburse the agency. Agencies will need to follow the reimbursement steps outlined in Section 10 of these Policies & Procedures.

Should the vendor have any questions or, if any of the steps listed above do not resolve the situation, please contact Kim Frey, at 402-471-2897, Monday – Friday, 8:00 AM – 5:00 PM, excluding holidays.

SECTION 10 TSB REIMBURSEMENT PROCEDURE

In the event an employee has to pay out-of-pocket expenses for a TSB fleet vehicle, these steps should be followed:

- The employee incurring the expense should request reimbursement on an expense reimbursement document, following their agency guidelines. A copy of the expense reimbursement document may be found on State Accounting's website: <http://www.das.state.ne.us/accounting/forms/forms.htm>
- The employee's agency should create a voucher payable to the employee using an agency five digit business unit (fund number) and object code 132200; the voucher should be approved, pre-audited and posted.

- The same day the payable is posted, the agency should send an email to Kim Frey (Kim.Frey@nebraska.gov) with the words “TSB Expenses” in the subject line. The following three items of information should be scanned and attached to the email:
 - a. A copy of the TSB Official Travel Log **or** Daily Trip Ticket.
 - b. A copy of the employee’s expense reimbursement document. The document should be completed correctly and include the supervisor(s) signature(s). On the expense reimbursement document, the agency should document the five digit business unit that was used to reimburse the employee.
 - c. A copy of the receipt showing the amount of the expense and imprinted with the date and time of the transaction and the name of the vendor. This copy must be legible.

TSB will review the reimbursement request and, if approved, Administrative Services will process a reimbursement to the agency via a journal entry. Central Services will notify the requesting agency when the journal entry is completed.

SECTION 11 SERVICE AND REPAIRS

GENERAL:

When possible, service and repairs shall be done by TSB. During the warranty period, repair work will be completed by the manufacturer’s authorized dealer.

Major engine, transmission and power train services and repairs shall be completed by a manufacturer’s authorized dealer unless an exception is approved in advance by TSB.

All valid expenditures for service and repairs are chargeable to TSB. Invoices must identify the vehicle by license and/or equipment number. If the Voyager card assigned to the vehicle is used for these expenditures, the driver is to sign the invoice and note “Paid with Voyager Card” so it is clearly visible on the copy of the invoice.

REPLACEMENT TIRES shall be the same quality and size as those provided as original equipment.

If the vehicle breaks down and you need assistance, please follow the instructions noted in Section 13.

The State of Nebraska is exempt from all Federal sales and excise taxes. Vendors are to omit these taxes from the billings.

REQUIRED APPROVAL - All expenditures in excess of \$175.00 must be approved in advance by the TSB Service Center, (402-471-2381) and assigned an authorization number to be noted on the invoice. Failure to obtain advance authorization may result in the leasing agency being billed for the service or repairs.

GOVERNMENT RATES AND DISCOUNTS - Manufacturer and fleet owner's discounts, purchase contracts, net state price lists and certain vendors afford the state a price advantage. Vendors should be asked for best possible price for state government when arrangements for repairs are made.

LEASING/RENTING AGENCY RESPONSIBILITY - Storage, parking, service calls to repair or replace flat tires, and service calls for vehicles out of fuel or stuck in mud or snow, and service calls for battery failure due to driver neglect are the responsibility of the leasing/renting agency and will not be paid by TSB. Only those towing charges incurred as a result of mechanical failure or malfunctions are chargeable to TSB. Manufacturer's authorized dealers assume the cost of tow charges for mechanical failures, which occur during the warranty period. Please refer to Section 13, Roadside Assistance.

SECTION 12 PREVENTIVE MAINTENANCE PROGRAM

State-owned vehicles shall be maintained and serviced in accordance with TSB Maintenance Service Intervals listed below. Monthly reports listing required maintenance work will be sent to vehicle coordinators via an automated email notification. It is the responsibility of the leasing agency to have required work performed upon receipt of this notification. If after repeated notifications to the leasing agency, appropriate scheduled preventive maintenance has not been performed, TSB will take steps to secure the vehicle from the leasing agency and complete

the required maintenance. Should this action be required, no adjustments will be made in lease charges while the vehicle is unavailable for use. Loaner vehicles may or may not be provided at the discretion of TSB. If preventive maintenance work is performed in advance of TSB's standard service intervals without a direct request from TSB Service Center or an explanation from the vendor, the charges may be billed back to the agency.

MAINTENANCE SERVICE INTERVALS:

- 4,000 miles or 4 months - change oil, filter, and lube chassis
- 8,000 miles - rotate tires

Most tune ups and transmission services are not required until 100,000 miles. Wheel bearings in most cars are sealed and do not require a wheel bearing repack. TSB will notify agencies if these services are needed.

Annually - perform front-end alignment and safety inspection (check brakes, suspension, steering, tires, belts, hoses, exhaust, etc.).

RECORDING MAINTENANCE WORK AND RECEIPTS – All maintenance work performed is to be recorded on the reverse side of the vehicle's travel log. Receipts for maintenance work should be attached to the travel log. **Receipts for fuel purchase are to be retained by the leasing agency and are not to be attached to the travel logs.** All invoices for maintenance work should be attached to the vehicle log. Those invoices paid using the vehicle's Voyager card should be marked "Paid with Voyager."

TSB SERVICE CENTER - Vehicles assigned within Lancaster County are to have maintenance work performed at the TSB Service Center. Vehicles outside of Lancaster County are to have maintenance work performed at the TSB Service Center as trips to Lincoln permit. Appointments should be scheduled in advance by calling (402) 471-2381.

TSB reserves the right to request vehicles to have service or repair work done at the TSB Service Center.

SECTION 13 ROADSIDE ASSISTANCE

In the event a driver of a TSB vehicle requires assistance due to a mechanical breakdown or failure, the following options are available:

1. If during regular business hours, call the TSB Service Center at **(402) 471-2381 or 1-866-872-6510.**
2. If it is after regular business hours, on a weekend or holiday call **Voyager Fleet Rescue** at **1-800-934-6521**, and have the vehicle's Voyager fleet card in hand. The caller will be asked for the location of the vehicle and the following account number: **8503958-000. Please notify TSB by the next business day.**

Voyager Fleet Rescue will dispatch a towing service to the vehicle's location.

Should a vehicle be inoperable due to accident damage or mechanical failure, have the vehicle towed to the nearest Voyager vendor or state yard. If none are in the vicinity, have the vehicle towed to the towing service office or to a service garage or repair shop. Notify the TSB Service Center immediately on the next business day with the location of the vehicle.

LEASING/RENTING AGENCY EXPENSES - Please note: charges for service calls for changing flat tires, vehicles out of fuel and vehicles stuck in the mud or snow are the responsibility of the leasing/renting agency. If Voyager Fleet Rescue is used for any of these conditions, the leasing/renting agency will be billed for all related expenses.

PLEASE NOTE: In the event a TSB vehicle is inoperable, the leasing/renting agency must secure alternate transportation for the driver/employee. Any expenses incurred are the responsibility of the agency.

WARRANTY CONSIDERATIONS – TSB purchases factory warranty and roadside assistance. During business hours, call TSB. After-hours, please call the appropriate manufacturer.

Ford Motor Company	1-800-241-3673
--------------------	----------------

Daimler Chrysler	1-800-521-2779
------------------	----------------

General Motors/Chevrolet	1-800-243-8872
--------------------------	----------------

If it is uncertain as to whether or not the vehicle is still under warranty and it is after normal business hours contact Voyager Fleet Rescue.

Failure to follow the steps outlined above may result in the agency being billed back for the charges.

SECTION 14 CAR WASH POLICY

TSB has established the following policy related to car washes and related expenses:

- One car wash, not to exceed \$9.50 per month per vehicle, will be allowed each month. Any changes to the allowable amount will be posted to the Administrative Services, TSB web page.
- Any car wash expenses in excess of the allowable monthly limit will be billed back to the agency.
- A car wash shall be defined as “**an external washing of the vehicle only**”. Vacuum cleaning, detailing, shampooing, car waxes, etc. are not included and expenses for these will be billed back to the agency.
- To accurately track these expenses, and to insure against possible abuses of this policy, the use of prepaid tokens for future car washes will not be allowed.
- Additional car washes required due to agency specific use or working conditions will be the responsibility of that agency. If these expenses are significant, TSB recommends agencies anticipate and plan for these expenses when preparing budgets.

SECTION 15

INSURANCE AND ACCIDENTS

General Procedure:

1. Stop the vehicle immediately and assess those involved for possible injuries.
2. Take steps to prevent further injuries or another accident at the scene.
3. Call 911 for any accident involving injuries.
4. Notify law enforcement (State Patrol, County Sheriff or local police.)
5. State your name, address, place of employment, name of your supervisor, and upon request, show your operator's permit and vehicle registration card.
6. When applicable, complete the Standard State of Nebraska Motor Vehicle Accident Report at the scene. If conditions prevent this, make notes of the following:
 - a. Registration information for other vehicle(s) (owner's name, tag number, and state, serial number, and expiration date);
 - b. Information on other driver (name, address, operator's permit number, and expiration date);
 - c. Name and address of company insuring other vehicle(s);
 - d. Name and address of each person involved and extent of injury, if any;
 - e. General information; location, time, measurements, weather, damage, etc.
7. Notify Risk Management and your agency director, vehicle coordinator or appropriate agency representative in writing, by email, or telephone message within 24 hours if there is bodily injury.
8. If the vehicle is unsafe to operate, contact TSB (during working hours/days.) After normal work hours/days, please see Section 13, Roadside Assistance.

9. Complete the Risk Management Automobile Accident Report. Obtain two estimates of damage. Contact TSB for vendor locations.
10. Submit copies of all reports and data to TSB, Lincoln, Nebraska. Ask your supervisor to contact the state's third party claim administrator, Administrative Services, Risk Management (402-471-2551) or, TSB (402-471-2897) by phone as soon as possible if injuries occur.
11. All forms to be completed are available from Administrative Services, Risk Management via their website, http://das.nebraska.gov/risk/forms/vehicle_accident_report.pdf , or via phone at (402) 471-2551.

NOTE: If you are injured, have the police notify your supervisor who will assume your responsibilities for reporting the accident.

It is the responsibility of the driver and leasing/renting agency to report all accidents to the proper authorities. Accident reports are to be submitted to TSB within two (2) business days of the accident. The Agency is to secure estimates for vehicle repairs from at least two (2) vendors and submit these to TSB within **10 days**. The Vehicle Coordinator will be notified by the TSB Service Center contact of the appropriate vendor to use for repair work. The Agency is responsible for the deductible and will schedule the repair work and have the vehicle repaired within 30 days. **Important:** *If the vehicle cannot be repaired within 30 days, please contact TSB immediately.*

After all repair work has been completed, the final invoice is to be sent to the TSB Service Center contact for payment.

When applicable, all drivers of motor vehicles involved in accidents must also report the accident in writing to the Department of Roads within 10 days using the Highway Safety Accident Report form.

Bodily injury and property damage liability insurance is carried on all TSB vehicles. The policy provides coverage to protect the state and its authorized drivers. It applies only to third party bodily injury and property damage determined to have been caused by a state vehicle or its authorized driver.

The policy does not provide bodily injury coverage for passengers riding in a state-owned vehicle and property damage suffered by the state vehicle. Worker's compensation provides bodily injury coverage for state employees classified as authorized drivers and passengers. Personal health insurance or other forms of employer-sponsored coverage apply to other than state employees authorized to drive or ride in state-owned vehicles as passengers when performing in an official capacity.

The personal liability of an authorized driver of a state-owned vehicle to their passengers while traveling in an official capacity will be limited by the "Guest Passenger Statute." (Appendix C, §39-6, 191).

Liability insurance of the adverse driver in the third party accident in which they were determined to be at fault may apply to bodily injuries sustained by passengers riding in and property damage sustained by a state-owned vehicle.

DEDUCTIBLES - The leasing/renting agency is responsible for the deductible required for each incident. If an agency leasing or renting a TSB vehicle is responsible for damage to another TSB vehicle, that agency will be responsible for paying both deductibles.

PERSONAL INJURY CLAIMS - Agency directors or their agents, shall administer all driver and passenger personal injury claims against the state when accidents involve TSB vehicles leased, rented or loaned to their agency.

GLASS REPLACEMENT – Administrative Services, Division of Risk Management does not provide coverage for glass claims. As a result, the leasing/renting agency is directly responsible for any glass repair or replacement costs for damages occurring while the vehicle is in its care. If glass replacement is necessary due to glass damage occurring in the course of a reportable accident, "act of God", or vandalism, and the combined damages exceed the deductible, the leasing agency will be responsible for no more than the deductible and the cost of the glass repair will be calculated into the final cost of the claim.

LOANER VEHICLES - TSB will NOT provide a loaner vehicle while TSB - owned vehicles are being repaired as a result of accidents or insurance claims. Temporary replacement vehicles may be rented from TSB Motor Pools. If the accident is the responsibility of a third party, then that insurance company can and should issue authorization to rent a temporary replacement vehicle. **PLEASE NOTE:** assigned Voyager cards cannot be used to obtain fuel in a rental vehicle.

SECTION 16

USE OF A PRIVATELY OWNED VEHICLE

Personal vehicles may be used for official state business with the approval of the agency director or authorized representative.

Only the expenses authorized by §81-1176, (Appendix A), will be reimbursable to state employees for use of privately owned vehicles when utilized for official state business. No expenses or allowances will be reimbursed for maintenance, insurance, depreciation, or other costs associated with the use of privately owned vehicles. The only reimbursable costs shall be parking fees and the mileage rates established by statute and TSB.

Actual expenses of vehicles leased or rented by state employees and used only for official state business will be reimbursed in accordance with policies of Administrative Services.

SECTION 17

OUT OF STATE TRAVEL

TSB vehicles may be used for out-of-state travel if approved at the agency level. The Voyager fuel card is accepted nationwide at most major service stations. A list of sites may be found at http://www.usbank.com/cgi_w/cfm/commercial_business/products_and_services/voyager_fleet_systems/acceptance_and_locations.cfm

SECTION 18

WEATHER / ROAD CONDITIONS

Especially during the winter months, when travel under poor weather conditions can be difficult if not dangerous, it is important to be well informed of current weather and road conditions.

It is also advisable to take a cellular phone when traveling long distances or after hours, keeping in mind there are still areas of greater Nebraska where cellular phone service is limited.

NEBRASKA	511	or	800-525-5555
Colorado	511		303-639-1111
Wyoming	511		888-996-7623
Kansas	511	or	866-511-5368
Iowa	511	or	800-288-1047
Missouri			888-275-6636
South Dakota	511	or	866-697-3511
Minnesota	511	or	800-542-0220
Oklahoma			405-425-2385

Additional information for a specific site's weather forecast along your route may be found at: <http://safetravelusa.com>

SECTION 19

ACCOMMODATING DRIVER'S SPECIAL NEEDS

Effective March 01, 2005, agency requests for accommodations resulting from a driver's documented special needs are to be submitted by the agency Vehicle Coordinator, in writing to the TSB Administrator.

Reasonable attempts will be made to satisfy these requests through assignment of existing fleet vehicles, approval of the installation of specialized equipment or, the review of requests for acquisition of agency-owned vehicles.

Please note, all costs related to the installation and removal of specialized equipment, modifications to TSB vehicles and the acquisition of agency-owned vehicles will be at the requesting agency's expense. Permanent modification of TSB vehicles requires approval from the TSB Administrator.

Please contact TSB for more detailed information.

[Eff. March 01, 2005 – TSB Policy, "Accommodating Driver's Special Needs"]

APPENDIX A

81-1024. Personal use prohibited; penalty. No officer or employee of the State of Nebraska shall use any motor vehicle owned by the State of Nebraska for any personal use whatsoever. Any officer or employee who violates any of the provisions of this section shall be deemed guilty of a Class V misdemeanor, and in addition thereto the officer or employee shall be deemed guilty of official misconduct in office for palpable omission of duty, and upon conviction thereof the court shall have the power to add to the judgment that any officer or employee so convicted shall be removed from office or employment.

81-1025. Reports; contents; filing; open to public inspection; exception. (1) Each operator of a state-owned motor vehicle, except a special-use vehicle as prescribed in section 81-1011 or a motor vehicle in which a state agency holds the title, shall report the points between which the motor vehicle traveled each time used, the odometer readings at such points, the time of arrival and departure, the necessity and purpose for such travel, the license number of such motor vehicle, and the department to which such motor vehicle belongs. (2)(a) Each operator of a special-use vehicle as prescribed in section 81-1011 or a motor vehicle in which a state agency holds the title shall follow the policy and use the travel report form which shall be established by the director or designated head of the state agency owning such vehicle. The form shall include, but not be limited to, the name of the operator, the license number of the vehicle, the total daily mileage or total hours of daily operation, and any other information the director or designated head deems relevant. (b) State agencies leasing or renting motor vehicles from the transportation services bureau pursuant to sections 81-1008.01 and 81-1010 shall be required to report motor vehicle usage pursuant to subsection (1) of this section on travel forms prescribed by the chief of the transportation services bureau. (3) Such travel reports shall be transmitted at the end of each month by every operator to the director or designated head of the operator's state agency, and such reports, after review by the director or designated head of the agency, shall be retained by the agency except the travel reports on motor vehicles leased or rented from the transportation services bureau. The travel reports on motor vehicles leased or rented from the transportation services bureau shall be transmitted to the chief of such bureau on or before the seventh day of the month following such use of a motor vehicle. (4) Such travel reports shall thereafter be open to public inspection for a period of two years, after which they may be destroyed, except that when public inspection of a particular record would be detrimental to the investigation of a criminal case, such particular record

shall be withheld from public inspection upon written certificate to that effect by the head of the law enforcement agency concerned.

81-1176. Mileage; rate; how computed; adjustments; application.

(1) if a trip or trips included in a request for payment or reimbursement filed under section 81-1174 and 71-1175 are made by personal automobile or otherwise, only one mileage request shall be allowed for each mile actually and necessarily traveled in each calendar month by the most direct route regardless of the fact that one or more persons are transported in the same motor vehicle. Reimbursement on such requests shall be computed on the following basis: If a trip is made by personal automobile at the convenience of the agency involved, the reimbursement rate shall be twenty-four cents per mile. If a trip is made by personal automobile primarily at the convenience of the state officer or employee, as previously agreed upon by the officer or employee and the agency involved, the reimbursement rate shall be the prevailing rate established by the transportation services bureau of the Department of Administrative Services. Funds expended for parking may be requested in addition to mileage.

(2) The payment of mileage shall be limited to the actual cost of travel at the rates established in subsection (1) of this section or the cost of commercial transportation, whichever is less. Savings of productive time shall be taken into consideration when making comparison. No additional rate of mileage shall be allowed to state inspectors or others who carry state equipment by motor vehicle regardless of the weight thereof.

(3) Any future adjustments made to the reimbursement rate provided in subsection (1) of this section shall be deemed to apply to all provisions of law, which refer to this section for the computation of mileage.

APPENDIX B

81-1021. Identification requirements; exceptions. (1) All motor vehicles acquired by the State of Nebraska shall be indelibly and conspicuously lettered, in plain letters of a contrasting color or reflective material: (a) On each side thereof with the words State of Nebraska and following such words the name of whatever board, department, bureau, division, institution, including the University of Nebraska or state college, office, or other state expending agency of the state to which the motor vehicle belongs; and (b) On the back thereof with the words State of Nebraska. (2) This section shall not apply to motor vehicles used or controlled by: (a) The Nebraska State Patrol, the Public Service Commission, the Game and Parks Commission, deputy state sheriffs employed by the Nebraska Brand Committee and State Fire Marshal for state law enforcement purposes, inspectors employed by the Nebraska Liquor Control Commission, and persons employed by the Tax Commissioner for state revenue enforcement purposes, the exemption for state law enforcement purposes and state revenue enforcement purposes being confined strictly to the seven agencies specifically named; (b) The Department of Health and Human Services or the Department of Correctional Services for the purpose of apprehending and returning escaped offenders or parole violators to facilities in the Department of Correctional Services and transporting offenders and personnel of the Department of Correctional Services and patients and personnel of the Department of Public Institutions until January 1, 1997, and on and after January 1, 1997, the Department of Health and Human Services who are engaged in off-campus program activities; (c) The Military Department; (d) Vocational rehabilitation counselors and the Department of Health and Human Services for the purposes of communicable disease control, for the prevention and control of those communicable diseases which endanger the public health, or used by the Department of Health and Human Services Regulation and Licensure in the enforcement of drug control laws or for other investigation purposes; (e) The Department of Agriculture for special investigative purposes; (f) The Nebraska Motor Vehicle Industry Licensing Board for investigative purposes; and (g) The Insurance Fraud Prevention Division of the Department of Insurance for investigative purposes.

APPENDIX C

39-6, 191. Motor Vehicle owner or operator; liability to guest passenger; limitation. The owner or operator of a motor vehicle shall not be liable for any damages to any passenger or person related to such owner operator as spouse or within the second degree of consanguinity or affinity who is riding in such motor vehicle as a guest or by invitation and not for hire, unless such damage is caused by (1) the driver of such motor vehicle being under the influence of intoxicating liquor, or (2) the gross negligence of the owner or operator in the operation of such motor vehicle. For the purpose of this section, the term guest is hereby defined as being a person who accepts a ride in any motor vehicle without giving compensation therefore, but shall not be construed to apply to or include any such passenger in motor vehicle being demonstrated to such passenger as a prospective purchaser. Relationship by consanguinity or affinity within the second degree shall include parents, grandparents, children, grandchildren, and brothers and sisters. Should the marriage of the driver or owner be terminated by death or dissolution, the affinal relationship with the kindred of his or her spouse shall be deemed to continue.

APPENDIX D

81-1020

Permanent assignment of vehicle; approval required.

Any agency which has a permanently assigned vehicle owned by the transportation services bureau shall, prior to assigning such vehicle to an employee on a twenty-four-hour basis, obtain written approval from the chief of the transportation services bureau.

APPENDIX E



FILED

MAR 23 1990

SECRETARY OF STATE

STATE of NEBRASKA EXECUTIVE OFFICE

LINCOLN

EXECUTIVE ORDER

No. 90-2

WHEREAS, it is incumbent upon an employer to take actions to ensure compliance with applicable laws during the operation of employer owned motor vehicles, and to protect its employees from dangerous practices in the workplace; and

WHEREAS, the use of portable radar detectors in State owned vehicles represents an effort to circumvent State speed limits and also represents a potential highway safety hazard; and

WHEREAS, the use of portable radio headphones has the potential of impairing a driver's hearing during the operation of a State vehicle, and represents a potential highway safety hazard;

NOW, THEREFORE, I, Kay A. Orr, Governor of the State of Nebraska, do hereby order as follows:

Every agency of State Government is directed to develop and implement a policy which ensures that State employees within their jurisdiction shall not use portable radar detectors while operating State owned motor vehicles.

Every agency of State Government is directed to develop and implement a policy which ensures that State employees within their jurisdiction shall not wear portable radio headphones while operating State owned motor vehicles.

Due to the importance of the safety concerns involved in violations of this Executive Order and the necessity for State employees to set a positive example for the general public, it is recommended that first time violators of this Order be subject to a written warning, second time violators to disciplinary probation; and third time violators to more serious discipline, up to and including termination.

This Executive Order shall take effect immediately.

Given under my hand and the Great Seal of Nebraska, in the City of Lincoln, Nebraska, this 21 day of MARCH, 1990.

Attest:

Allen Boermann,
Secretary of State

Kay A. Orr, Governor



APPENDIX F

G2000 T2009-1999 (99-01)



NEBRASKA
PUBLICATIONS
CLEARINGHOUSE

APR 28 1999

NEBRASKA LIBRARY COMMISSION
LINCOLN, NE 68505

STATE of NEBRASKA EXECUTIVE OFFICE

LINCOLN

EXECUTIVE ORDER

No. 59-01

WHEREAS, the effective and efficient use of state-owned vehicles and privately-owned vehicles requires policies and procedures to govern their use by state employees for state business; and

WHEREAS, the privilege of operating a state-owned vehicle within the scope of one's employment shall be considered incidental to employment and under no circumstances shall rise to the status of an assumed right; and

WHEREAS, it is incumbent upon all state agency heads to take appropriate actions to ensure compliance with applicable laws during the operation of state-owned motor vehicles,

NOW, THEREFORE, I, Mike Johanns, Governor of the State of Nebraska, do hereby issue the following Executive Order:

1. This Executive Order shall apply to all state employees who drive state-owned vehicles provided by the Department of Administrative Services-Transportation Services Bureau, the State Patrol, the University of Nebraska, the Department of Roads, the Game and Parks Commission, and any other state-owned vehicles.

2. The use of all state-owned vehicles will be strictly limited to conducting official business of the state. Any private use of a state-owned vehicle, including commuting to and from work, shall be cause for disciplinary action in accordance with Neb. Rev. Stat. § 81-1024 (Reissue 1994).

3. No employee will be allowed to drive a state-owned vehicle home except for the reasons set forth below:

APPENDIX F (continued)

- (a) An employee is required by an agency head to perform work using a specially-equipped vehicle after-hours. The agency head shall submit a written request to the Director of Administrative Services for authorization prior to an employee taking a specially-equipped vehicle home. Such request shall provide the employee's job title, the type of vehicle and equipment carried on the vehicle, the dates of usage, and the reason for the request. Automobiles will not be considered specially-equipped vehicles.
- (b) The agency head approves a vehicle going home for one night, for a specific, scheduled event, e.g., traveling to an out-of-town conference. Agencies are required to report these trips to the Accounting Division of the Department of Administrative Services for submission to the Internal Revenue Service.
- (c) If an employee does not report to work at a specific location, but works out of his or her vehicle, then that employee may take the state vehicle home.
- (d) Nebraska State Patrol emergency service personnel who have the need to respond promptly to emergency situations.
- (e) If an agency head determines there is a special circumstance for an employee to take a vehicle home on a regular basis, a written request may be sent to the Director of Administrative Services. Written requests shall include: the employee's job title; vehicle license number; the type of vehicle; and the reason for the request. If it is an on-call situation, the history of the frequency of the use per vehicle should be included.


4. Employees who use a personal vehicle for state business may be reimbursed in accordance with Neb. Rev. Stat. § 61-1176 (Reissue 1994), at the rate per mile established by the Department of Administrative Services. An employee must maintain a mileage log detailing the miles traveled for state business to be eligible for reimbursement while using a personal vehicle. This information shall be included on the "Expense Reimbursement Document." Employees shall not be reimbursed for driving between places of employment and residences.

APPENDIX F (continued)


5. Vehicle Pools have been established by the Transportation Services Bureau. It will be the responsibility of each agency to effectively utilize pool vehicles assigned to its agency and to keep internal records of usage sufficient to charge mileage to the appropriate budgets. State-owned vehicles shall be made available to those employees who, because of business mileage driven or type of work performed, have the greatest need for a state-owned vehicle.

6. This Executive Order shall take effect on April 19, 1999.

IN WITNESS WHEREOF, I have hereunto set my hand, and caused the Great Seal of the State of Nebraska to be affixed this 31st day of March, in the year of our Lord one thousand nine hundred and ninety-nine.


Mike Johanns
Governor of Nebraska

Attest:


Scott Moore
Secretary of State



STATE of NEBRASKA

OFFICE OF THE GOVERNOR

LINCOLN

Executive Order

No. 05-03

**Use of Ethanol in State Vehicles
and Use of Biodiesel in Diesel Powered Vehicles**

Whereas, Nebraska is one of the leading producers of corn and soybeans in the United States - agricultural commodities used in the production of renewable fuels such as ethanol and biodiesel;

Whereas, numerous economic development and environmental benefits result from the use of renewable fuels, including but not limited to strengthening our agricultural sector by increasing the demand for corn and soybeans, improving net farm income, improving our rural economies, creating new renewable fuels, industry-related jobs, reducing our dependence on foreign oil, improving our energy security, and reducing greenhouse gas emissions;

Whereas, in 1983, the State of Nebraska was the first state in the nation to require the use of a 10 percent ethanol blend in state vehicles and today maintains a large state fleet of E85 flexible fuel vehicles;

Whereas, it is appropriate that State government assume a leadership role in promoting renewable fuels, such as ethanol and biodiesel, and the efficient use of energy and natural resources to the benefit of the State's residents and in the interest of the environment, economy, and future generations of Nebraskans.

NOW, THEREFORE, I, Dave Heineman, Governor of the State of Nebraska, under and pursuant to the authority vested in the Governor by the Constitution and the laws of the State of Nebraska, hereby order the following:

**TO REPORT ACCIDENTS
OR MEDICAL EMERGENCIES
CALL 911**

**VEHICLE RELATED
EMERGENCY
ROADSIDE ASSISTANCE**

CALL TSB SERVICE

**1-866-872-6510 or,
402-471-2381**

Business Hours: Monday – Friday 7:30 AM – 5:00 PM
(Central Time)

During Non-Business Hours, Weekends, and/or Holidays

CALL FLEET RESCUE

1-800-934-6521

You will be required to provide Fleet Rescue with the following account number:

8503958-000

For additional details, please refer to Section 13 of the July 2011 TSB Policies & Procedures Manual.

Please note: Agencies may be billed for non-emergency rescue calls including flat tires, vehicles out of fuel, vehicles stuck in mud or snow, etc.